

Rules and Regulations For the Call/Volunteer Firefighter Training Program Massachusetts Firefighting Academy

UNIFORM

- A. Students should report to each training session in a clean departmental work uniform consisting of navy blue pants and t-shirt, polo shirt, or collared uniform shirt with department patch, black belt and black shoes or boots. All t-shirts and polo shirts shall be home department labeled or shall be plain navy. Dungarees may not be worn in place of uniform pants. Sneakers shall not be worn in the classroom or at any other time. Only the student's fire department sweatshirt and/or jackets shall be worn while at the training site.
- B. Only department issue or department approved hats or caps will be worn on academy grounds or other training sites. Hats or caps are not to be worn in the classroom, or during any practical evolutions. All hats will be worn brim forward. Hats will be removed when the student enters the classroom.
- C. No glasses other than prescription glasses or clean safety glasses will be worn at the academy or other training sites.
- D. All students shall be clean-shaven when they arrive for each training session. Mustaches may be allowed if allowed by the student's departments; however, in no case shall beards or any facial hair, which may impair the safety of the student or the proper operations of self-contained breathing apparatus, be worn. If a question of impairment arises, the MFA will have final determination if the facial hair needs to be removed.
- E. Hair shall be cut neatly and students shall be well groomed. Students with long hair will have the hair secured in back neatly, away from the facial area, during the training day.
- F. Any jewelry, i.e. chains, earrings, necklaces, facial piercings, tongue piercings etc. that presents a safety hazard, shall not be allowed. If a question of safety arises, the MFA will have final determination if the item presents a safety hazard and shall be removed.
- G. Graduation: A clean class B departmental uniform shall be worn for graduation. No t-shirts or polo shirts will be allowed. The student must wear a collared uniform shirt with a department patch. Badge is optional, but encouraged.

DEPORTMENT

- A. No obscene or abusive language may be used and no obscene or offensive literature shall be brought onto any academy training site.
- B. All gambling is prohibited at any academy training site.

- C. Alcoholic beverages and/or narcotics are prohibited and may not be consumed at any academy training site or during any break period or lunch hour. Students who appear at any training session while under the influence of alcoholic beverages or any illegal substance will not be allowed to participate in training for the day and their department notified as to the alleged condition of the student. Students will not be allowed to leave the academy training site until a departmental decision is made for their safe transportation back to the student's respective community.
- D. No smoking, chewing of tobacco or snuff shall be allowed during classes, in the classroom or at any training site.
- E. No visitors other than chiefs of department and/or training officers shall be allowed at any academy training site. All visitors shall check in with the Officer of the Day (OD).
- F. All cell phones, beepers, department radios, and pagers, will not be allowed to be present during all training sessions
- G. No telephone calls shall be placed by a student unless in the event of an emergency during training and then after receiving permission from the OD.
- H. "Mr.", "Sir", or "Ma'am" shall be used when addressing visiting lecturers and instructors.
- I. All students will be respectful and courteous to each other, the staff, all visiting officers and all other visitors.
- J. Gum chewing, eating and drinking (except for the MFA issued water bottle) in the classroom and all other training areas is not allowed. Only water shall be used in the MFA water bottles.
- K. Audio/video recorders and still photography equipment shall not be allowed except by permission from the OD.

SAFETY RULES AND REGULATIONS

- A. Students will keep clear of any training equipment, building or prop unless accompanied by an MFA instructor.
- B. Horseplay will not be tolerated. Any infraction of the Rules and Regulations or breach of discipline will be cause for immediate dismissal from and failure of the training program.
- C. All personal vehicles will be parked in the area designated the first day of class. Students will not return to their vehicles without permission of the OD
- D. All students while engaging in training exercises must wear full protective clothing. Full protective clothing according to the NFPA shall include; turnout coat, turnout pants, helmet with eye protection, earflaps and chinstrap, gloves, boots and hood.
- E. All gear will be inspected the first night by the MFA. Students are required to have a full set of NFPA compliant turnout gear from the first class forward. If any turn out gear is not in NFPA compliance the student will be notified and given an opportunity to correct the deficiency. Under no circumstances will any student be allowed to participate in any live fire evolutions without fully compliant turn out gear.

- F. While participating in training evolutions, including going between training stations, students shall be fully dressed using all of their protective equipment unless directed differently by the OD. When wearing turnout gear, it will be properly worn and secured including the use of chinstraps, gloves, coat closed and properly secured, etc. Protective hoods worn over the head unless changed by the OD. Any student not in compliance with the above turnout gear requirements will not be allowed to participate in the training and will not receive credit for the training session.
- G. Students will bring to all classes a department SCBA with a full cylinder and a spare full cylinder. All bottles must be within current hydrostatic date in order for the bottle to be refilled. This shall be brought on the first night and every training date. The SCBA and spare bottle will be inspected on the first night.

ATTENDANCE

Attending on day one is mandatory. To attend this program you must be there on Day 1

- A. Students shall not leave the training sites during classes. This includes all-day sessions. Students shall make lunch arrangements ahead of time for full day sessions.
- B. Students shall report any sickness or absence to their chief of department immediately. They shall report to the OD at the beginning of class or upon returning to the next scheduled class. Failure to report any absence shall be considered grounds for dismissal from the class. Upon return following serious illness or injury a student must present medical authorization in order to return to the class.
- C. Unexcused absences will not be tolerated. Any unexcused absence shall be evaluated as to the impact and effect on the student at the attainment of proper skills and knowledge necessary to complete all graduation requirements. Any unexcused absence may be considered as grounds for dismissal from the class, and may result in consultation between the Chief of Department, academy representative, and the student, as to the student's continued attendance in the program. All students will be allowed a total of eighteen hours of excused absence. If a student is late for class, the time tardy will be deducted from the eighteen hours allowed.
- D. Students who miss more than **eighteen hours** of absence will not meet the requirements for graduation from the class and shall be dismissed from the class. When a student exceeds the eighteen hours they shall be removed from the class. A student whom is dismissed for exceeding the eighteen hours must take the entire course over to attain completion of the program. Absence abuse may result in consultation between the chief of the department, the program representative and the student as to the students continued attendance in the program.
- E. A student must have all required turnout gear and SCBA to participate in practical skills. Students who fail to bring the required gear will not be allowed to participate and will be considered absent from the skills training. Attendance and active participation in all practical skill evolutions is a course requirement for graduation from the class. Any student who is absent from practical skill classes may be subject to dismissal.
- F. It is the student's responsibility to be in attendance for the class roll call. Students who are tardy will be marked tardy for the period of time they missed. Constant abuse of punctuality will

result in a consultation between the Chief of Department, the program coordinator and the student resulting in possible dismissal from the program.

- G. Attendance at and active participation in **ALL** live fire evolutions as well as the maze trailer and maze is considered a requirement for graduation. Any student absent or whom does not participate in any live fire evolution or maze training shall be subject to immediate dismissal. Student may return to this training day in another class and finish from that point if within six months. Beyond six months will require taking the entire program over.

Mandatory Classes are:

**First Night
Maze Trailer
Basic Fire Attack Lecture
Basic Fire Attack Practical
Indirect Fire Attack
Fire Control Lecture
Fire Control Practical
Flashover
Flammable Gas Firefighting
Structural Firefighting/Combined Evolutions Lecture
Structural Firefighting/Combined Evolutions Practical
Maze at Massachusetts Firefighting Academy**

Missing a Mandatory Class will result in IMMEDIATE dismissal from the program

- H. Attendance shall mean participation in and performance of all tasks that take place during the training day.
- I. Any student unable, for any reason, to participate in training shall be counted as absent for the entire training day.
- J. Student shall have an obligation to notify the academy, in writing, of any change in fire department employment status also their phone number or address
- K. It is the student's responsibility to sign the attendance roster at every class.

MISCELLANEOUS

- A. No ball or Frisbee playing is allowed
- B. Students shall complete all study assignments and homework as directed by the academy staff.

<p>Violation of any of the above rules, regulations, or requirements shall be cause for appropriate punitive action leading to dismissal from the training program.</p>
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CLASS CANCELLATIONS

If any class is canceled for any reason including inclement weather the MFA will take all possible steps to contact the students prior to the training session. It is important that the student keep the MFA informed

of all current contact information (i.e. telephone number). The program coordinator will set up a telephone call matrix with the students of each class.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF TRAINING

No student will graduate from the training program if, in the opinion of the training staff, Program Coordinator and/or MFA Director the firefighter displays any of the following:

- A. Failure, refusal or inability to climb or work from all types of fire department ladders in the performance of firefighting practices.
- B. Failure, refusal or inability to wear self-contained breathing apparatus in the performance of accepted firefighting practices. This is to include the tendency to display any indication of claustrophobia.
- C. Failure, refusal or inability to operate effectively or as directed during live fire operations
- D. Failure, refusal or inability to operate effectively in the presence of heat, smoke, flame or gases.
- E. Failure to perform all academy evolutions in accordance with program policy as prescribed by the academy instructors. No other method shall be accepted.
- F. Failure to attend, perform and operate effectively at all live fire training sessions.
- G. Failure, refusal, or inability to proficiently advance and operate 1 ¾ " and/or 2 ½ " hose lines while flowing appropriate gallonages using both fog and solid hose streams. Hose lines may require deployment to areas above and/or below grade within a structure. These skills will be completed as part of a two or three person hose line team.
- H. Failure to complete successfully the execution of at least two stipulated exercise encompassing the training maze.
- I. Evidence of deception, cheating or collaboration during a written examination will result in dismissal from the program.
- J. The grade average of 70% is the minimum grade average for passing the program.

GRADING SYSTEM FOR WRITTEN EXAMINATIONS

The grade average of 70% is the minimum grade average for passing the program.

Students must have a minimum of 70% to be eligible for graduation.

After Exam 4 if the student's grade average is below 70% and cannot mathematically be raised to 70% with the last two exams, the student will be removed from the program.

Any student removed for a failing grade average will be required to repeat the entire program

SUBJECTIVE EVALUATIONS

Subjective evaluations will be written as necessary by all instructors to document a student's performance. These evaluations may be positive or negative in nature.

A minor subjective evaluation will be reviewed with the student. The instructor and student will sign the evaluation prior to forwarding to MFA. Minor infractions are ones that do not interrupt the training or are not a safety concern. These will be reviewed by the OD and signed by the Instructor and Student on the Night or Day that they occur.

A major subjective evaluation meets any of the following criteria: endangers the safety of personnel, impairs placement of water on the fire, requires the assistance of an instructor for the evolution to be successful, causes the breakdown of the evolution due to lack of completion of a key technique, or the student is not able to complete the required evolution will be given a written major subjective evaluation. The coordinator or assistant coordinator must verify this particular subjective before the subjective is presented to the student and will then meet with the student. Some of these consultations will be with the student's Chief of Department or designee.

If three written subjectives are issued to an individual student then a consultation will be held with the program coordinator, the chief of department, and the student. If the student cannot or will not alter his or her behavior or performance, the student will be subject to dismissal from the program.

REPORTS TO CHIEF OF DEPARTMENT

The following written reports and grades are sent to the chief of department:

- Student progress report consisting of Grade Average and time missed. These will be generated after Exam 2 and Exam 4
- Late arrival and absence reports after the nine hours absent.
- All injury reports
- Subjective Evaluations

WARNING AND DISMISSAL NOTICES

- A. Warning notices shall be issued to students for the following reasons:
 - Academic deficiency
 - Failure to comply with Rules and Regulations
- B. Warning notices shall become a part of the student's file with a copy sent to the chief of department.

- C. Dismissal notices shall be issued from the Fire Academy Director to students who fail to meet the graduation requirements as set forth in the Rules and Regulations or who fail to comply with the Rules and Regulations.
- D. Students dismissed are not allowed to Graduate with the class or to attend the closed Certification test scheduled for this class.

PHYSICAL REQUIREMENTS, DISABILITIES, INJURIES AND ILLNESS

- A. All students shall be required to participate in vigorous physical activities.
- B. All students shall inform the program coordinator of any learning disability that may impede their progress in the program, prior to the first day of class. Reasonable accommodations may be requested with approved documentation of the learning disability submitted to the MFA.
- C. All students are required to inform the program coordinator of any physical infirmities that they may have on their first day of class.
- D. All students are required, upon entry, to report to the program coordinator, or OD if they are using any form of medication.
- E. All students are required to report any injury or illness to the OD immediately

All students are required to submit a rules and regulations compliance sheet signed by both the Student and Chief of Department. In addition, a Medical Status Report signed by the Chief of Department must also be submitted. These must be submitted at least, but not less than, 14 days prior to the first night of class

ALL STUDENTS MUST SHOW A PICTURE ID TO BE ALLOWED ENTRY TO THE FIRST CLASS.